



April 18, 2013

American Consulate General
5/1 Ho Chi Minh Sarani
Kolkata- 700071
Phone No. 91-33-39842400

To: Prospective Quoters

Subject: Solicitation number SIN300-13-Q0015

Enclosed is a Request for Quotation (RFQ) for maintenance and service of Air conditioning plant, power sub-station, high/low tension electrical distribution etc. If you would like to submit a proposal, follow the instructions in Section I of the solicitation, complete the required portions of the attached document, and submit it to the address shown on the Standard Form 1449 that follows this letter.

The U.S. Government intends to award a contract to the responsible company submitting the lowest priced, technically acceptable offer. We intend to award a contract based on initial proposals, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

There will be a pre-proposal conference/site visit scheduled to be held on **Thursday, April 25, 2013 at 11:30 a.m.** The names of the visitors, who will be attending the conference, must be notified at least 2 days in advance either telephonically at Tele: 3984-6448 or through e-mail at ChakrabortySX2@ state.gov

Proposals are to be submitted at the American Center, 38A, Jawaharlal Nehru Road, Kolkata- 700071 by **03:00 pm on May 06, 2013.**

Sincerely,


Matthew R. Hetrick
Contracting Officer

Enclosure: As stated.